

Happy Holidays....

By Rebecca L. Johnson, DBE Newsletter Editor

Wishing you a very successful year in 2002 and Happy Holidays from everyone at MDT Civil Rights Bureau.

Time has just flown by since I started five months ago. It has been a pleasure working with each of you and meeting many of you in person. Each question or issue you pose to me is unique and I have learned so much working with you. Thank you for your patience. In the months to come I will work to meet with more companies. The main focus of my job is providing assistance to you. Call or e-mail me any time for assistance – That's my job! *Rebecca*



MONTANA DBE PROGRAM

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MATERIAL CERTIFICATION

On all Federally-Funded Highway Projects, the contractors, subcontractors, and suppliers must provide the Project Manager with material certification for all materials used on the project. Those materials cannot be used on the project until certification is delivered to the Project Manager. You will not be eligible for payment until proper documentation is received.

TRAINING AND BUSINESS DEVELOPMENT REIMBURSEMENT PROGRAM

Starting January 1, 2002 to December 31, 2002

Training Reimbursement is \$300 per company per calendar year with only registration fees reimbursed. Pre-approval is required.

Business Development Reimbursement is \$300 per company per calendar year with 75% of expense reimbursed. Expenses reimbursed may include business cards and brochures, Internet access, web site, computer, software, fax machine. Pre-approval is required. Complete a Reimbursement Request Form and mail or fax the form to Rebecca for approval. Send copies of expense receipts and documentation showing completion of training for reimbursement.

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LEARNING OPPORTUNITIES

Ask Rebecca for assistance to find the training your company needs.

On-Line Courses with Element K

Over 600 on-line classes – Learn at home or office on your computer. Pay a small annual fee (~\$40-70 per year per library) to take classes on office software applications (Quickbooks, Access, Word, Project); business management (Leadership, Team Building, Communications, Marketing); design and media (Photoshop, Quark, Flash); project management; and work place safety (Crane and Rigging Safety, Slips/Trips, and Falls, Traffic Control). For a complete list of courses, check out this web site at www.elementk.com. Send your name, e-mail address, and name of library to Rebecca to sign up. Rebecca is taking signs-up now for March 1st class start date.

Courses Offered Throughout Montana are:

- Construction Lien Law in Montana, Billings, MT January 15, 2002, \$249, Lorman Education
- Payroll Management Course, Lorman Education, Helena, MT, November 27, 2001, \$209
- Slips/Trips/Falls and Accident Investigation Safety Workshops by Montana State Fund, December 11 Great Falls and December 13 Missoula, Free
- Basic Internet Class, Small Business Admin. Office Helena, December 12th, \$10
- Recovering Bad Debt, Small Business Admin Office, Helena, December 12th, Free
- National Seminars Group Classes in Helena, Billings, Bozeman, Great Falls, Helena, and Missoula, Handling Conflict, Effective Project Management, Collecting Accounts Receivable, Handle Difficult People in December and January (go to web site: www.natsem.com)



Debbie Riemann, DBE Program Specialist, at Rocky Bov TERO Office

Occupational Safety and Health Training Institute

All classes are free. Contact Rebecca for more information and/or registration form.

Ergonomics	Missoula	Jan. 3
Health Issues in Workplace	Missoula	Jan. 4
OSHA-General Industry	Missoula	Jan. 10-11
Ergonomics	Bozeman	Jan. 17
Health Issues in Workplace	Bozeman	Jan. 18
Trenching	Glendive	Jan. 24
OSHA-Construction	Kalispell	Feb. 7-8
First Aid	Missoula	Feb. 7
Personal Protective Equipment	Glendive	Feb. 7
Haz Com	Glendive	Feb. 8
Fall Protection	Missoula	Feb. 14
Scaffolding	Missoula	Feb. 15
Indoor Air Quality	Helena	Feb. 21

University of Washington offers an OSHA 10-hour Construction Safety Course OnLine for \$79.95 (only OSHA-approved online version). They have many online occupational health and safety courses (asbestos, electrical safety, hazardous waste operations 8-hour refresher course, materials handling). Go to their web site to learn more. www.regionxoti.org (Use your Reimbursement Funds).

ASBESTOS COURSES

Department of Environmental Quality has a list of asbestos courses approved by the State of Montana. The companies listed provide a variety of initial or refresher asbestos courses for inspector, contractor, or worker. Call one of the companies to learn of class schedules and fees.

Industrial Safety & Consulting, Helena, 888-844-3369

Laborer's AGC Program, Helena, 442-9964

MCS Environmental, Missoula, 800-735-7095

Maxim Technologies, Billings, 248-9161

Montana State Council of Carpenters, Missoula, 549-8067

Terracon, Billings, 656-3072

Lorman Education at www.lorman.com
National Seminars Group at www.natsem.com
Business Connections at www.mbc.umd.edu

Changes/Changes

If you change your business address, phone number, e-mail address, or changes in business services; please contact Rebecca or Debbie in the DBE office with this information.

Thank you.



THE REGION FORMERLY KNOWN AS EIGHT..... by Darren Kaihlanen, DBE Program Manager

When I first began working in the DBE Program, the Federal Highway Administration was organized into regions within the country. Just as I was beginning to feel comfortable working with my counterparts in our region (Region 8), FHWA decided to make a change. Officially, Montana is no longer a member of Region 8; however, we are a member of the Western Region.

The former Region 8 consisted of the following states: North Dakota, South Dakota, Wyoming, Colorado, Utah and Montana. Although the region technically no longer exists, Montana, in addition to those other states continue to work together. In fact, during the last week of September 2001, representatives from each former Region 8 state met in Salt Lake City, UT to discuss issues that we all face administering the Disadvantaged Business Enterprise (DBE) Program.

Of specific interest are the Unified Certification Processes and fiscal year 2002 DBE Goals. I would like to take this opportunity to address not only how the Montana DBE Program has addressed these issues, but the region states as well.

UNIFIED CERTIFICATION PROCESS (UCP)

The USDOT DBE Regulations cite that a formal UCP must be in place prior to March 4, 2002 and that all USDOT recipients within a single jurisdiction must be a party to the UCP. In Montana, we have numerous USDOT recipients. For example, Helena Airport, Montana Department of Transportation, Prairie County Airport, Ronan Airport, Missoula-Ravalli Transportation Management Authority (MR TMA) are just a few. What does this mean for DBEs in Montana? Simple, those agencies are required to accept MDT DBE Certifications for participation in their respective programs.

Other UCPs are also being drafted as well. For example, the MDT DBE Staff is currently visiting each Reservation in Montana to compare their respective preference certification processes with the DBE certification process. Rather than duplicating efforts, we are working to streamline the certification process for Native American owned firms.

Additionally, the former Region 8 states are working on drafting a "Regional UCP". All the UCPs are designed to streamline the process for certifying firms as Disadvantaged Business Enterprises.

FISCAL YEAR 2002 DBE GOALS

On October 22, 2001, the Montana Division of FHWA approved the FY 2002 MDT DBE Goal of 8.2%. Here is a recap of the region states and their respective DBE Goals for FY 2002:

North Dakota – 7.0%

South Dakota – 7.0%

Wyoming – 5.0%

Colorado – 10.93%

Utah – 7.0%

If you would like to contact any of the former Region 8 states regarding their DBE Programs, please refer to the following:

North Dakota – Deb Igoe, (701) 328-2576

South Dakota – Denise Voorhees, (605) 773-4906

Wyoming – Nora Lyon, (307) 777-4457

Colorado – Judith Lamb, (303) 757-9148

Utah – Lisa Hurtado Armstrong, (801) 965-4356

DBE COMPANY MONTHLY UPDATE

Newly Certified DBE Companies

North Wind Environmental, Sylvia Medina, Idaho Falls, ID, Environmental Consulting, Wetland Studies, Site I and II Site Assessments

Willow Creek Construction, Roy and Nikki Whitford, Browning, MT, Excavation, Hauling, Fencing, Clearing, Logging

Nanook Resources, Cara Wright, Whitefish, MT, Engineering Consulting, Technical Report Writing, Environmental Consulting

Re-Certified DBE Companies

Badger Backhoe Service, Rae Peppers, Lame Deer, MT, Pipe and Culvert Installation, Truck Hauling, Seeding and Fertilizing, General Highway Construction

Pavlik Electric Co., Inc., Kathleen Pavlik, Missoula, MT, Electrical Contractors

Terra West Technology, Inc., Regina Cromer, Clancy, MT, Surveying & Mapping Services

Rocky Mountain Rebar, Alisha May, Bigfork, MT Specialty Contractor – Rebar Installation

KM Construction Company, Karen Moore, Bozeman, MT, Pipe, Culvert/Water/Sewer Installation, Cold Milling, Traffic Control, Fencing, Cattleguards

Able Septic, Joseph Durglo, St. Ignatius, MT, Supply/Rental of Portable Toilets, Septic Tank Pumping

Wetlands West, Donna Lovell, Bozeman, MT, Wet Land Studies and Mapping, Environmental Impact Studies and Analysis.

Tracks of the Past, Kathryn McKay, Columbia Falls, MT, Historian Consulting, Natl Register Nominations Research, Cultural Resource Inventory

Mueller Consulting Land Surveyors, Virginia Mueller, Helena, MT, Surveying

Flying Eagle Corporation, Mike Wetzal, Helena, MT, Supply Asphalt and Oil Products, Road Construction, Underground Fuel Tank Removal, Sewer/Water Line Installation, Truck Hauling



FORMS! FORMS! FORMS!

Quarterly Activity Report Form

All DBE businesses are urged to submit quarterly activity report to list all bids submitted and active business (non-MDT as well as MDT project work). For the quarter of October-December 2001, this form must be submitted to the DBE office by the end of January 2002. This form has been posted to the DBE Supportive Services web site or ask Rebecca for the form. Thank you.

New Web Site for Employers

The State of Montana has developed a web site to assist employers. You can look for employees, post jobs, find local resources to assist you, and the site describes the work opportunity tax credit. Check it out!

http://www.mtjoblinc.com/services_employer.htm



Caroline Brown and Mildred Kinsey of Ft. Belknap TBIC Office, Harlem, MT (See them for local business assistance)





Pat Phillips, Phillips Construction, Black Eagle, MT

Quote of the Month

***"Only those who dare to fail
greatly can ever achieve greatly."***

Robert Francis Kennedy

Advertising – Advertising – Advertising

SCNA Montana – Statewide Classified Advertising Network. For \$119, have your classified ad in over 51 Montana small town local newspapers for a day and on the montanaclassifieds web site.

SDAP Montana – Statewide Display Advertising Program. For \$300, have your display ad in over 51 Montana small town local newspapers for a day. Sponsored by the Montana Newspapers association.

Call Rebecca for detailed information or call Jefferson Courier at 406-449-6330 or your local newspaper.



Contract/DBE Workshop

There are two workshops being planned for the last week of February and first week of March, 2002. One workshop will be located in eastern Montana and the other in western Montana. Each workshop will consist of one day. The day-long workshop is dedicated to DBE companies. In general, some topics being considered for the workshop are: Audit Summary, Fraud, Certified Payroll Training, Prompt Payment, Bidding and Estimating Training, EEO 101. Please send Rebecca your suggestions for workshop topics. What do you need to know to help your business? What major city locations would be convenient for you to attend the meeting? This workshop is for your benefit – let Rebecca know what training and guest speakers you would like at this workshop.



SUBMIT YOUR E-MAIL ADDRESS

Rebecca sends e-mail notices to DBE companies throughout the month regarding training and contract opportunities, and relevant information updates. MDT Contracts/Plans will begin to send invitations for bid by e-mail. Please be sure the DBE staff has your correct e-mail address. Thank you.

CONSTRUCTION NEWS

Just a Phone Call Away

Bidding and Estimating

Do you need assistance to prepare bids effectively? You can contact Rebecca for assistance or call the government contracting assistance centers listed below. There is no charge for these services.

Big Sky Economic Development Authority, 222 North 32nd Street, Billings, MT 59101, 406-256-6871, Maureen Jewell, jewell@bigskyeda.org

High Plains Economic Development Authority, Inc., PO Box 2568, Great Falls, MT 59403, 406-454-1934, Karl Dehn, karl@hpda.org

Was your bid not awarded? Contact Rebecca and we can complete an analysis of your bid to determine how to make the bid more competitive.

PROMPT PAYMENT

It is State Law - the contractor is legally required to pay the subcontractor within 3 working days after a contractor receives payment. Also, the subcontractor is legally required to pay his subcontractors within 3 days. Montana Law 28-2-2103 (2) Within 3 working days after a contractor receives a periodic or final payment from an owner or a state agency, the contractor shall pay the subcontractor, if any, the full amount due the subcontractor in accordance with the subcontract for work performed or materials provided in accordance with that subcontract.



2001 Bid Letting Schedule

Last Bid Letting for 2001 is December 6, 2001

2001 Bid Letting Schedule

JANUARY 31, 2002	(adv Jan 3)
FEBRUARY 28, 2002	(adv Jan 31)
MARCH 28, 2002	(adv Feb 28)
APRIL 25, 2002	(adv Mar 28)
MAY 23, 2002	(adv Apr 25)
JUNE 27, 2002	(adv May 30)
JULY 25, 2002	(adv Jun 27)
AUGUST 22, 2002	(adv Jul 25)
SEPTEMBER 26, 2002	(adv Aug 29)
NOVEMBER 7, 2002	(adv Oct 10)
DECEMBER 5, 2002	(adv Nov 7)

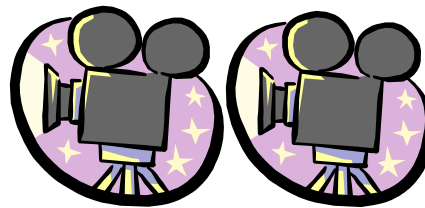
Construction Contractor Registration

All contractors must be registered with the Montana Department of Labor to work as a contractor on any MDT Highway Projects. Complete a Contractor Registration Form, provide proof of workers' compensation or complete an independent contractor exemption affidavit and submit a \$70 registration fee. Request the form from Rebecca.

VIDEO AVAILABLE

Understanding Highway Right of Way and Construction Plans

This 42-minute video shows and describes the following highway plans: right of way, construction plan sheet, plan view, utility, cross section, profile view, as-built, differences between urban and rural plans, and temporary erosion plans. It also describes staking. This video is available to DBE companies for checkout. Contact Rebecca.



Non-MDT Project Bid Opening

12/13/01 C-12 Hangar, Helena, MT

New construction of C-12 Hangar. Consists of furnishing and performing all supervision, plant, labor, equipment, materials, testing & incidentals. Facility will be constructed at Montana Army National Guard Facilities located on US Forest Service land. Work incl. But not limited to: site work: grubbing and grading of existing site, extension and installation of all site services, site drainage and stabilization of site-located utilities. Site work will require extensive alteration, parking, lighting, fencing and security provisions, and will include importation of extensive site and at controlled grades, conditions and construction detailing. Building construction: facility will be 10,750 sq ft 1-story structure. Building will be constructed of steel and permanent concrete masonry type construction with concrete floors. Est. \$1-\$5 million with completion period of 305 days. Helena Regional Airport, Helena, MT, Project Owner: USPFO. Plans and Specs address is PO Box 1157, Helena, MT 59624-1157, Contact: Dan McGee at 406-841-3406.

2/1/02 Machine Site Prep & Brush Disposal

Machine site prep and brush disposal for approx. 310 acres. Est. start work 7/1/02. Total small business set aside. Missoula RD, Lolo NF, Sanders County, MT, Project Owner: USDA National Forest Service, Plans-Specs Address: R-1 Lolo National Forest, Building 24, Fort Missoula, MT 59804, Contact: Audrey Boller, Supervisory Procurement Technician, 406-329-3764.

2/15/02 Hand Tree Planting

Hand tree planting for approx. 455 acres. Est. start work 5/1/02. Total small business set aside. Plains/Thompson Falls RD, Lolo NF, Sanders County, MT; Project Owner: USDA National Forest Service, Plans-Specs Address: R-1 Lolo National Forest, Building 24, Fort Missoula, MT 59804, Audrey Boller, Supervisory Procurement Technician at 406-329-3764.

3/31/02 McLaren Pit Response Action, Phase II

Restoration and water mgmt. Controls of open pit mine site at high elevation. Consists of consolidation of approx. 18,500 m3 outlying waste rock into McLaren Pit, regrading of approx. 3.5 ha waste in pit, construction of approx. 34,000 m2 geomembrane cover, development & placement of approx. 21,000 m3 drain gravel & 34,000 m3 cover soil, approx. 5.0 ha revegetation of pit & disturbed areas, and misc. drainage controls, channels, geotextile & erosion control necessary to complete project. Email: kkuharski@fs.fed.us, Location: Custer NF, Park County, MT, Project Owner: USDA National Forest Service, Plans-Specs Address: East Zone Contracting, PO Box 130, Bozeman, MT 59771, Contact: William Pfeifer, Contracting Officer, 406-587-6760.

Western Federal Lands Highway Division Project Invitation for Bids http://www.wfl.fha.dot.gov/edi/sol_sum.htm

MT PLH 83-1(3), Stillwater River Road, Solicitation No: DTFH70-01-B-00025

Location: Custer National Forest, Stillwater County, Montana; approximately 48 km SW of Columbus, MT

Type of Work: 3.983 km of grading, drainage, base and paving

Range: \$1 million to \$2.5 million, Ad Date: 11/09/01

Bid Opening Date: 12/13/01 in Helena, Montana

MT PFH 66-1(3), West Fork Bitterroot River Road, Solicitation No: DTFH70-01-B-00019

Location: Bitterroot National Forest, Ravalli County, Montana; 40 km south of Darby, MT

Type of Work: 5.7 km grading, base, paving, drainage & gabion-faced retaining walls

Range: \$1 million - \$5 million

Preliminary Plans available: 8/23/01, Tentative Ad Date: 12/20/01

Tentative Bid Opening Date: 01/31/02

MT PFH 59-1(1), Beartooth Highway, Solicitation No: DTFH70-01-B-00032

Location: Yellowstone National Park, Park County, Montana; approximately 134 km east of Gardiner, MT

Type of Work: 14.2 km of grading, drainage, base and asphalt concrete pavement

Range: over \$10 million

Preliminary Plans available: 08/27/01, Tentative Ad Date: 01/15/02

Tentative Bid Opening Date: 02/15/02

Idaho DOT Invitation for Bids Web Site: <http://www2.state.id.us/itd/design/contractors/ntc.htm>

Wyoming DOT Invitation for Bids Web Site: <http://wydotweb.state.wy.us/web/business/contractor.html>